



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, June 04, 2012

Opening:

The regular meeting of the Human Resources Board was called to order at 4:02 p.m. on Monday, June 04, 2012 in the City Hall 2nd floor conference room by Chair Arthur Butler.

Present:

Arthur Butler
Bob Gordon
Cynthia Baca
Erin House
Holly Evans
Jackalyn Rawlings
Norman Powell
Sonya Dew
Woodie Rucker-Hughes (Arrived 4:10 p.m.)
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Unexcused Absence:

Guests:

Kris Martinez – General Services Director

Public Comment Period: No comments made.

A. Approval of May 07, 2012 Minutes

Approved: Bob Gordon
Second: Erin House
Ayes: All

B. Agenda Items

At the direction of Chair Arthur Butler, agenda item number 6 was tabled and will be revisited as needed.

1. Conduct Public Hearing to Accept Public Testimony Regarding Human Resources Personnel Policies and Procedures – Art Butler, Chair

- Chair Art Butler opened the public hearing and presented the following Policies to the Board and the public:
 - Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy
 - Random Drug and Alcohol Testing Policy for Employees (Except Fire Engineers) Whose Positions Require A Commercial Driver License or Who Perform Safety-Sensitive Transit or Paratransit Duties
 - Rest and Meal Breaks
 - Requesting and Recruiting Personnel

- Reclassification
- Probation and Probationary Periods
- Salary Plan Administration
- Education Reimbursement Program
- Employee Leave Donation Plan
- Retirement (CalPERS)

- No public testimony received.
- Board Member Bob Gordon made a motion to close the public hearing and send the Policies to City Council for adoption with a second by Board Member Cynthia Baca. The motion passed unanimously.

2. Departmental Presentation – Kris Martinez, General Services Director

- A verbal overview of the General Services Department and org chart was provided to the Human Resources Board by General Services Director Kris Martinez.
- The Human Resources Board was provided with a verbal overview of the current number of employees, an ethnic breakdown and discussed current vacancies for the General Services Department.
- Mrs. Martinez informed the Board that the General Services Central Garage Division is recognized as a “Blue Seal Shop” because the majority of their mechanics have an Automotive Service Excellence (ASE) Certificate.
- General Services Director Kris Martinez informed the Board about internal recognition provided to employees to enhance morale, such as annual BBQ’s and holiday luncheons.
- Director Martinez informed the Board that all General Services employees recently attended a Policies and Procedures training presented in partnership with the Human Resources Department.

3. Municipal Code Revision – Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond presented the Board with a revised copy of a section of the Municipal Code for review and approval.
- Board Member Erin House motioned to accept the Municipal Code revision as presented, with a second by Vice-Chair Norman Powell. The motion passed unanimously.

4. Human Resources Director Updates – Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond announced that the Community Development Director recruitment is complete and a selection has been announced.
- Mr. Hammond indicated that the Development Department will merge with the Community Development Department at the beginning of the fiscal year.
- Deputy Human Resources Director Jeremy Hammond indicated that the Safety function will be moving from the City Manager’s Office to the Human Resources Department on or before July 1, 2012.
- Mr. Hammond informed the Board that the Wellness Event that was held on May 9th hosted by the Human Resources Department was a success. There were over five hundred twenty (520) employees in attendance and over fifty (50) vendors.
- Deputy Director Jeremy Hammond gave the Board a verbal overview of a new wellness initiative “Thrive Across America.” Participating employees are encouraged to log thirty (30) minutes of exercise a day.

5. Discussion of Summer Schedule – Art Butler, Chair

- The HR Board decided to go dark for the months of July and August.

5. Future Discussion Items – Arthur Butler, Chair

- No items identified.

Next Meeting: September 10, 2012, City Hall 2nd floor conference room.

Adjournment: Meeting was adjourned at 4:26 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____